



PUBLIC EMPLOYEES RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PUBLIC EMPLOYEES RETIREMENT SYSTEM	RELEASE DATE:	Friday, July 3, 2009
POSITION TITLE:	Project Manager, Public Employer Readiness Team	FINAL FILING DATE:	Friday, July 17, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	07032009_2

POSITION DESCRIPTION

LIMITED TERM / DURATION OF PROJECT

BACKGROUND

CalPERS is the largest public pension fund in the United States with a current investment portfolio of over \$180 billion. It serves approximately 1.6 million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over \$10 billion in retirement benefits annually. The membership in CalPERS retirement program is comprised of approximately one-third State employees, one-third employees of local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that provides health care benefits to State and contracting public agency employees. CalPERS health benefits program covers approximately 1.2 million enrollees and spends approximately \$5 billion to purchase health benefits.

The Pension System Resumption Project (PSR) is a \$400 million legacy modernization and business transformation effort; it is anticipated to be completed in April 2010. The new system will support CalPERS' business objectives and initiatives to deliver benefits and services to more than 1.6 million members and their families. The Public Employer Readiness Team is tasked with preparing CalPERS' 3600 employers and business partners for the changes that will be brought about by the PSR Project. Working in close collaboration with the PSR Technical Team, the PERT is responsible for employer outreach, communication and education.

DUTIES / RESPONSIBILITIES

Under the general direction of the Chief Actuary the Project Manager is responsible for managing and directing all activities associated with the PERT. The incumbent will provide project management services and guidance on all employer readiness issues related to the implementation of

the Pension System Resumption (PSR) Project. In addition, the incumbent will make recommendations to Executive Staff on post-PSR business relations with contracted public agencies and county schools, including policies, processes, customer service, and marketing; act as policy advisor to CalPERS Project Steering Committee, the Business Owner Committee, and the Executive Planning Committee. The Project Manager is responsible for reporting to the Board of Administration, as necessary, in providing policy guidance on matters relating to the PERT and is accountable for ensuring alignment with the PSR and Enterprise Transition Management Projects.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives

of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, with responsibility for policy formulation and modification, and knowledge of business policy and operational issues
2. Project management experience related to large systems integration efforts
3. Strong management skills, particularly in the area of business systems, knowledge of the principles of project management, and the demonstrated ability to facilitate the establishment of priorities, provide policy direction, and to manage a team of high-level program area and policy experts
4. Demonstrated ability to develop creative and innovative solutions to a variety of enterprise-wide business issues
5. Demonstrated communication and negotiation skills and experience presenting issues before a wide range of audiences, including a Board or similar body
6. Demonstrated ability to develop and foster good working relationships with business and technical peers, high-level executives and external partners
7. General knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies

PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; exhibits strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Project Manager, Public Employer Readiness Team**, with the **PUBLIC EMPLOYEES RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

Applications and Statements of Qualifications will be screened based on the minimum and desirable qualifications as stated in this announcement. Job-related criteria will be used to comparatively rank qualified candidates. Interviews may be conducted if deemed necessary. All candidates will be notified in writing of the examination results.

The results of this examination will be used to fill this position and may be used to refill the position should a vacancy occur within the next year. If a vacancy occurs, a decision will be made whether to open testing in order to consider new applicants, as well as those previously considered.

FILING INSTRUCTIONS

Address for hand-delivery: Human Resources Division 400 P Street, Room 3260 Sacramento, CA 95811

Applications must be received by 5:00 PM on July 17, 2009. Questions concerning this examination should be directed to Kristel Herrera at (916) 795-3820.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- A Statement of Qualifications, no more than two pages single-spaced, specifying how the desirable and minimum qualifications are met.
- Names and telephone numbers of at least two references.

Applications must be submitted by the final filing date to:

PUBLIC EMPLOYEES RETIREMENT SYSTEM, Human Resources Division
400 Q Street, LPN 3260, Sacramento, CA 95811
Kristel Herrera | 916-795-3820 | Kristel_Herrera@CalPERS.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PUBLIC EMPLOYEES RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>